

"PAYMENT OF TRAVEL EXPENSES TO ATTEND MEETING"

FORM CD-210 LF (REV. 2-96) DAO 203-9		U.S. DEPARTMENT OF COMMERCE		PRIMARY OPERATING UNIT ITA/TD/SIF		SERIAL NO.	
RECORD OF GIFT OR BEQUEST				DATE RECORD PREPARED 11/04/99			
				AMOUNT (Currency or check)		VALUE \$460.00	
Offer has been made as described below of a gift or bequest for the purpose of aiding or facilitating the work of the Department. I certify that within the provisions of P.L. 88-611, and the terms of the gift, acceptance is recommended and is in accordance with policies stated in Department Administrative Order 203-9.							
1. NAME AND ADDRESS OF DONOR Mr. James Smith, CEO IT Consulting 2122 Connecticut Avenue, NW Washington, DC 20335				2. NAME AND TITLE OF EMPLOYEE TO WHOM OFFER IS MADE Jane House International Trade Specialist			
3. DESCRIPTION OF PROPERTY AND/OR SERVICES IN KIND (if other than currency or cash)							
<u>'In-Kind'</u>				<u>"To Be Billed"</u>			
Airline Ticket \$270.00				Taxi \$10.00			
Lodging \$142.00				Airline Ticket			
Meals \$38.00				Meals			
Taxi				Lodging			
Other/Misc.				Other/Misc.			
TOTAL \$450.00				TOTAL \$10.00			
Dates of Travel: 5/25/99 - 5/26/99 Place of Travel: New York, NY Based on attached letter of commitment dated: 4/30/99 Sponsor: Same as Donor Appropriation Code: 001/xxxxxx/xxxx Traveler will not receive any cash contribution/donation.							
4. PURPOSE FOR WHICH GIFT OR BEQUEST IS OFFERED  To attend and participate in Info Tech Conference							
5. PRIMARY OPERATING UNIT <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL				6. OFFICE OF THE SECRETARY <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
SIGNATURE		DATE		SIGNATURE		DATE	
If approval of Office of the Secretary is required (See Section 8 & 9 DAO 203-09) submit to Chief Financial Officer and Assistant Secretary for Administration.				COMMENTS			
COMMENTS							